

APA STYLE - For Referencing and Citing a Book or Journal Article
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Book Reference:

Villa, R. Thousand, J., & Nevin, A. (2010). *Collaborating with students in instruction and decision making: The untapped resource*. Thousand Oaks, CA: Corwin Press.

Journal Article Reference:

Sapon-Shevin, M. (2003). Inclusion: A matter of social justice. *Educational Leadership*, 61(2), 25-28.

Helpful Reminders:

- Author last name followed by a comma
- First initial followed by a period. Middle initial followed by a period if provided.
Example: Rebecca Jean Brooks = Brooks, R. J.
- Date in parenthesis followed by a period.
- Capitalize only the first word of the title. If there is a subtitle, place a colon directly after the title and capitalize only the first word in the subtitle.
- Indent all lines after the first

For a book only:

- Include the city and state of the publishing company followed by a colon
- Include the name of the publishing company

For a journal only:

- Capitalize and *italicize* the entire journal name followed by a comma.
- *Italicize* volume number followed by a comma. Example: 61,
- Include the issue number in parenthesis after the volume number only if each issue begins with page number 1. Otherwise, omit issue number. Some journals have issues that begin on the page number where the previous issue left off. If that is the case, the issue number is not needed. Place a comma after the issue number. There is no space between the volume number and issue number. The issue number is not italicized. Example: 61(2),
- Include page numbers of the article and end with a period.

If the article has been assigned a DOI, include it at the end after the page numbers and period.

Example: <https://doi.org/xx.xxxx/yyyy>

Website Reference:

Author, A. (date). Title of document [Format description]. Retrieved on ____, from <http://xxxxxxxxx>. (DOI or website)

- Published date (year, month day) (2014, June 7)
- If no published date put (n.d.)
- Retrieved date written as.... October 7, 2015
- Format description only needed when website is something out of the ordinary (blog, lecture notes, etc.)

Citations within text for a book, journal or website:

When author's name is used in the sentence with a quote:

Sapon-Shevin (2003) states that, "inclusive classrooms can teach us important lessons" (p. 26).

When author's name is not used in the sentence with a quote:

It is stated that, "inclusive classrooms can teach us important lessons" (Sapon-Shevin, 2003, p. 26).

When author's work is paraphrased (no direct quotes but author's thoughts and ideas are shared):

Sapon-Shevin (2003) argues that inclusion requires schools to make transformational changes.

OR

Inclusion requires schools to make transformational changes (Sapon-Shevin, 2003).

*If there are two or more authors, use "and" if used within the sentence and the ampersand (&) when used in parenthesis.